

## INSTRUCTIONS FOR SPECIAL LIMITED GAMES WORKSHEET

**NOTE:** The chairperson of your organization's Special Limited Charity Fundraising Event should review KRS 238.547(1) and (2) concerning licensing and KRS 238.547(3) and (4) concerning conduct of games. Errors made in these processes are very difficult to impossible to correct when the event is in process.

The purpose of this worksheet is to provide you with a convenient method of recording data necessary for complete records of special limited events.

Line	Instruction
1	Complete all the information in this section of the worksheet.
2	KRS 238.547(3) states that cash may not be used in playing special limited charity games at these events; and scrip, chips, etc. may only be obtained by players from the central bank or cashier under the authority of the designated chairperson. Therefore, receipts can be determined by adding the dollar cost of scrip given to players as part of the event's attendance price to the amount of additional scrip the players purchased from the central bank. Bingo, pulltabs, and raffles conducted entirely at the event may be played for cash. If any of these are sold, complete bingo, pulltab, and/or raffle worksheets. These should be completed, given page numbers similar to the page number at the top right of the Special Limited Games Worksheet, and attached to the worksheet. The organization should enter totals from the attached documents in the appropriate places on this worksheet.
3	Total all charitable gaming receipts for the special limited fundraising event. These totals, including the bingo, pulltab, and raffle receipts, are to be reported on Attachment C (Special License Activity Report, June 1999 Edition) to the Quarterly Report. The bingo, pulltab, and raffle receipts reported as special limited game receipts <b>should not</b> be included on the bingo, pulltab, or raffle lines on the face of the Quarterly Report.
4	KRS 238.547(4) states that the scrip, chips, or play money used at the special limited event may be redeemed for cash or prizes. In this section, record the amount of cash awarded in the redemption process. Also in this section record total cash payouts from the attached bingo, pulltab, and raffle worksheets.
5	Record descriptions of the purchased prizes on available lines, noting the fair market value and amount paid in the appropriate columns. If you purchased the prizes with no special arrangements these numbers will be the same. If you received a special deal ask the seller to tell you what the fair market value is.
6	KRS 238.550(5)(b) requires licensed organizations to include a list of each donated prize with a Fair Market Value of \$50 or more with its quarterly reports. This list must be submitted on Attachment F, June 1999 Edition. A time saving procedure is to complete Attachment F as donated prizes are received. Your organization may use its own forms for recording this information; but you will also need to complete Attachment F for the Quarterly Report. Number the form used as on the top right of the worksheet and attach to the worksheet. Copy the total fair market value for all donated prizes on line 6.
7	Total the cash payouts, and the fair market value and amount paid for non-cash prizes in this section. The amount paid for purchased prizes should be recorded the purchased prizes line on Attachment C.
8	This area of the worksheet establishes accountability for the information. The same chairperson as identified at the top of the worksheet should sign it in this area. The date should match the date of the session in Section 1.

